

EDUCATION ASSISTANCE REIMBURSEMENT FORM

INSTRUCTIONS:

• **Employee:** Fill out Section A with all requested information relating to the course(s) to be reimbursed. Prior to course registration, submit form to your manager and then Human Resources for approval. After course completion, submit course receipts and an official grade report as proof that you received a grade of "B" or higher or appropriate certificate of completion to Human Resources for course reimbursement.

The maximum calendar year reimbursement is 50% up to \$5,250. **Employees are required to stay with the company 12 months from the date of your last education reimbursement. If an employee leaves before the 12 months, they are required to reimburse the company the cost of the education reimbursement.**

• **Manager:** Review Section A and make determination about applicability of course to employee's current job responsibilities and/or preparation for advancement in the Company. Fill out Section B and return form to employee.

• **Human Resources:** Review Section A and B for completeness and confirm that the course meets policy guidelines. Keep the original in the employee's personnel file, and return a copy to the employee. Review receipts, grade, and form for final check, and if all items are received, forward to Accounting to process reimbursement.

Section A – To be completed by Employee						
Employee Name:				Department:		
Request Date:				Date of Hire:		
Course Start Date:				Course End Date:		
Educational Institution:						
Course Title & Description		Course schedule (day & time)	Enrollment Fees	Tuition Cost	Books Cost	Total Cost
Justification (check all that apply)		Additional comments/explanation:				
<input type="checkbox"/> Applicable to current job <input type="checkbox"/> Career advancement						
Employee signature:						
Section B – Manager Approval						
Check appropriate box: <input type="checkbox"/> Approved <input type="checkbox"/> Denied						
Reason(s):						
Printed Name:						
Signature:						
Approval Date:						
Section C – HR & Accounting Use Only						
Date Received:						
Grade Earned:						
Date Reimbursed:						
Amount Reimbursed:						